

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

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6. TRANSPORTATION (See Procedure Regulation No. )

A. Travel

(1) Issuance of Travel Orders

- (a) Travel orders will be issued by the Transportation Division, Administrative Services Office, except as otherwise stated.
- (b) Chiefs of Missions outside the continental United States may authorize, approve and issue travel orders for permanent changes of station and temporary duty travel within their theaters only for employees under their jurisdiction. Such orders may provide for temporary duty travel beyond the theater where clearance has been obtained from the appropriate Division Chief. Chiefs of Missions may not issue orders for travel to or from the United States or for change of station to or from a location outside their theater.

(2) Requests for Travel Orders

- (a) Requests for travel orders, or amendments thereto, other than those issued by Chiefs of Missions, shall be prepared and routed to the Transportation Division, Administrative Services, through:
  - (1) Office heads or their delegates (not below Division Chief level) in the case of individuals under their jurisdiction.
  - (2) Personnel Director in cases involving permanent change of station or travel to first post of duty abroad.
  - (3) Chief, Administrative Services, when a request includes overseas transportation of an automobile.
  - (4) Personnel Director for travel abroad on temporary duty.
  - (5) Appropriate Deputy Director or his Assistant in cases of Office heads.
- (b) Personal action of each forwarding official must be indicated on the request.

This Procedure regulations are issued to aid employees of CIA to properly submit requests for services to be rendered by the Administrative Services Office. Instructions contained herein should be referred to when submitting requests for such services.

Any questions relating to procedures should be directed to the Administrative Services Office or its Divisions

How to properly fill out Transportation Request, Standard Form No. 1030

It is the policy of CIA to limit the travel of employees to a minimum consistent with operating requirements. All travel must be authorized in writing in advance, and such authorizations will be made only after it has been determined by a properly designated official that the travel is officially necessary. Blanket travel orders will not be issued unless approved by the Chief, Administrative Services.

All travel by employees paid from vouchered funds must be authorized and performed in accordance with provisions of Standardized Govt Travel Regulation and/or applicable current statutes.

When it is determined that it is necessary for a vouchered civilian employee to perform official domestic travel, a travel request on Form 34-5 will be approved by the office or branch chief and forwarded to the Chief, Trans. Division, who will approve and issue the necessary travel orders. After the travel order is prepared and funds to cover the cost of travel have been obligated, the original will be forwarded to the traveler or may be picked up by the traveler from the Travel Branch, Trans. Div.

To amend a previously issued travel order, a new request should be submitted in accordance with the procedure outlined above. If approved, the amended order will be issued and distributed in the same manner as the original.

#### Purpose

The purpose of this regulation is to prescribe procedures for requesting and furnishing services for which the Administrative Services Office is responsible..

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#### Code Symbols

Following is a list of abbreviations used throughout the Procedure Regulation

Q/CAS - Office of the Chief, Admin. Services  
RE&C  
BM&U  
Repro.Div.  
GenSerDiv  
Mach Rec.  
etc.

The purpose of this regulation is to prescribe a uniform method for the preparation of requests for services.